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## STATE'S ATTORNEY FOR HARFORD COUNTY

POSITION VACANCY # 16-076  
OFFICE OF THE STATE'S ATTORNEY  
DISTRICT COURT DIVISION

### LEGAL ASSISTANT I (INTERNAL)

PERMANENT/FULL-TIME/ALL BENEFITS  
ANNUALLY \$33,100

**CLOSING DATE:** 10/24/2016  
**WORK LOCATION:** 109 N. MAIN STREET, BEL AIR, MD  
**HOURS OF WORK:** 8:00 A.M. – 5:00 P.M.

**PLEASE NOTE:** This is an **INTERNAL** posting. Only employees within the Harford County Office of the State's Attorney are eligible to apply.

#### **NATURE OR WORK:**

This is quasi-legal and administrative work in the State's Attorney's Office. Work is performed under close to general supervision of an attorney and/or a Legal Assistant III. This classification differs from Legal Clerk II in regard to the complexity of case-related activities assigned requiring a thorough knowledge of case and statutory law and fundamentals of legal review and research. The employee works with a reasonable degree of independence, albeit without deviation from established policy. Work includes responsible contact with the public, attorneys, government officials, and victims and witnesses.

#### **MINIMUM QUALIFICATION REQUIREMENTS:**

##### **Knowledge and Skills:**

Ability to interact with public, attorneys and government officials in a variety of situations and circumstances; to formulate and express ideas on complex, technical subjects clearly and concisely, orally and in writing. Knowledge of case and statutory law of Maryland and the fundamentals of legal research, as well as the ability to communicate court procedures to victims and witnesses.

##### **Education and Experience:**

Associate's degree in paralegal studies, or social science field relevant to specialized area of work and two (2) years' experience in a legal environment; **OR** possession of a high school or vocational-technical school diploma/GED and three (3) years' experience in paralegal work including public contact.

##### **NOTE:**

Selected candidate must provide proof of college degree or paralegal certificate prior to appointment, if applicable.

##### **SAFETY:**

Must comply with the Harford County Safety Manual.

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CANDIDATE SELECTED FOR POSITION MUST PERFORM ESSENTIAL JOB FUNCTIONS WITH OR WITHOUT REASONABLE ACCOMMODATION AND MUST UNDERGO AND PASS A COUNTY PRE-EMPLOYMENT MEDICAL EXAM TO INCLUDE URINE DRUG SCREENING. CANDIDATE MUST PASS A CRIMINAL BACKGROUND CHECK. AN EMPLOYEE DESIRING A TRANSFER MUST APPLY.

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Application must be completed online at [www.harfordcountygov.com/employment](http://www.harfordcountygov.com/employment). **APPLICATION MAY BE ACCOMPANIED BY A RESUME, BUT A RESUME WILL NOT BE ACCEPTED IN LIEU OF APPLICATION. APPLICATION MUST BE COMPLETED IN FULL. APPLICATIONS AND/OR ACCOMPANYING DOCUMENTATION WILL NOT BE ACCEPTED AFTER THE CLOSING DATE.**

**WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER WE DO NOT DISCRIMINATE ON THE BASIS OF DISABILITY**